

## VILLAGE GREEN.

### CHAIRMAN'S REQUEST TO CLERK FOR REPORT ON HOW THE TENT TEAM CAN COMPLY WITH AUDITOR'S COMMENTS.

#### **1. BOOKING SYSTEM.**

The Auditor has highlighted that any asset owned by the parish council should be available for all residents in order to comply with the Equalities Act., and prevent any claims of discrimination.

This requires that the means of booking the Marquees should be made public, and available to everyone.

A simple way to comply with this requirement is to make the booking details available on the Council website. A **DRAFT PAGE** has been set up for council review.

(Details of actual marquees for hire are unknown, but can be changed with help from the VGWG.)

#### **COUNCILLORS ARE TO DECIDE:**

- A. If the draft page is acceptable?
- B. 2. Who the notification form should be sent to.

**YES / NO ?**

#### **SUGGESTED PROCESS:**

- C. Request form received by clerk.
- D. Clerk emails VGWG leader with details of dates and marquees.
- E. Clerk updates calendar if VGWG are available to take on the booking.
- F. VGWG liaise with customer and copy clerk on booking confirmation, cost and risk assessment sending.
- G. Clerk invoices.

**YES / NO ?**

#### **2. THE WORKING GROUP HAVE REQUESTED THAT AN ACCOUNT BE SET UP AT PINCHBECKS FOR FUEL FOR THE MOWER.**

#### **COUNCIL ARE TO DECIDE:**

- H. If this is necessary. (so far 4 payments this year.)
- I. How this can be monitored.
- J. Who will be approved to use the account.
- K. How this will be justified on the Financial Risk Assessment as secure.

**YES / NO ?**

#### **3. Date for Presentation to the VGWG**

As soon as possible.

#### **4. Who will make the presentation.**

Ian? Paul? Richard? Sarah?